



POSITION DESCRIPTION

CLASSIFICATION TITLE Analyst **WORK AREA** Telecommunications
CLASS CODE 3004/Nonexempt **EFFECTIVE DATE:** October 1, 2001

FUNCTION Technical work in Telecommunications account maintenance, billing, auditing and posting fiscal transactions to the department or division to which assigned. Orders and tracks telecommunications circuits and services.

EDUCATION AND EXPERIENCE

Bachelor's Degree in Accounting, Finance, or Business Administration and one (1) year experience in an accounting position.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

SPECIAL REQUIREMENTS

Thorough knowledge of accounting principles and practices and modern office practices. Knowledge of personal computers and software applications used for accounting functions. Through knowledge of telephone and radio service, terminology, applications and practices.

Ability to apply accounting procedures to practical applications. Ability to analyze and evaluate accounting data. Ability to follow detailed oral and written instructions. Ability to organize work and provide technical assistance to other accounting personnel. Ability to prepare complete and accurate complex accounting reports and statements. Ability to complete work assignments with a minimum of supervision.

Skilled in the use of standard office equipment, such as a 10 key adding machine or calculator, and personal computer.

ESSENTIAL FUNCTIONS

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Plans, coordinates, and maintains an efficient accounting system, including accounts payable and receivable, payroll, and cost accounting functions, through use of a personal computer. Compiles monthly, quarterly, and annual financial statements, reports related to department or division financial activity. Reconciles and classifies the recording of receipts and distributions.

Plans, organizes, develops, reviews, and revises accounting forms, fiscal statements, controls, information systems, and procedures to promote efficient financial records.

Monitors accounts and posts fixed assets to respective accounts. Processes and tracks payments to consultants. Prepares and coordinates with County Finance all necessary adjusting entries. Assists supervisor in budget and financial planning. Performs analysis and evaluation of budget expenditures.

Performs other duties as assigned or as may be necessary.

WORKING CONDITIONS

The work environment for this position is in an office setting. Most duties are performed sitting at a desk or table. Incumbents in this position perform job tasks that require repetitive hand movement.